

**\*draft\***

**Downtown Providence District Management Authority**

**Board of Directors meeting minutes**

**Thursday, June 17, 2010 8:55 a.m.**

**1. Roll Call**

**Director Gagliardi called the meeting to order at 8:55 a.m.**

**Directors present: Joseph DiBattista, Wendy Doyle-Spatcher, Robert Gagliardi, Susan LaPidus, Richard Lappin, John MacIver and Christopher Placco.**

**Ex-Officio Members present: Alan Chille and Lisa Paratore**

**Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Kanter, Program Director of the Providence Foundation; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Operations Manager of Block-by-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator; Kathy Oberacher, Senior Property Management at Westminster Lofts; John Lombardi, City Councilman representing part of the Downtown area.**

**2. City of Providence Update**

**Alix Ogden was not able to attend today's meeting, so Frank LaTorre gave the update as part of his presentation.**

### **3. Approval on the minutes of the May 20, 2010 Board meeting**

**Director Macliver motioned to approve the minutes from the May 20, 2010 board meeting. Director Placco seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista yes**

**Director Doyle-Spatcher yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Macliver yes**

**Director Placco yes**

**Therefore the motion passed.**

### **4. Financial Report**

#### **Monthly Financial Reports**

**Rosemarie Durette presented the financials for May 2010. The Statement of Financial Position shows the DID to be in a comfortable cash position with adequate funds to pay monthly expenses and maintain a reserve.**

**The Statement of Operations shows a decrease in revenue due to changes in value on some properties. Overall expenditures are below budget.**

**The DID will have five properties listed in the City tax sale scheduled for June 29, 2010.**

**Director LaPidus motioned to accept the May 2010 financials as presented. Director Lappin seconded the motion, and a role call vote was held as follows:**

**Director DiBattista yes**

**Director Doyle-Spatcher yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director MacIver yes**

**Director Placco yes**

**Therefore the motion passed.**

### **Budget for FY 2010-2011**

**A brief overview of the budget process was given for those in attendance not familiar with DID budget. When the Executive Committee met there were certain directives that they set for themselves: no rate increase, to have a surplus and no changes to the core clean and safe programs. The 2011 budget achieved these goals by changing the contract with Urban Place Consulting and by not filling an open safe team position. Director Gagliardi also stressed that this is the first time the DID's revenue has gone down and the**

**Executive Committee will be meeting on a more frequent basis to project any increases in expenses and to find other revenue streams. Director Macliver motioned to approve the fiscal 2011 budget as presented. Director Placco seconded the motion, and a role call vote was taken as follows:**

**Director DiBattista yes**

**Director Doyle-Spatcher yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Macliver yes**

**Director Placco yes**

**Therefore the motion passed.**

**Councilor Lombardi stated that he is a strong supporter of the work the DID does and would like to see the DID expend to other areas of the City. He offered his support to help achieve this.**

#### **5. Discussion and Vote regarding DID Human Resource matters**

**The current contract with Urban Place Consulting is due to expire on June 30, 2010. As presented in the budget, the contract will not be renew as it is now. Therefore; Frank LaTorre and Rosemarie Durette who are Urban Place employees will be come employees of the DID as of July 1, 2010.**

**To keep the same benefits that they have now, the Board was asked to approve an IRA plan for Rose and Frank. Director Lappin motioned to approve the plan. Director Placco seconded the motion and a role call vote was held as follows:**

**Director DiBattista yes**

**Director Doyle-Spatcher yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Macliver yes**

**Director Placco yes**

**Therefore the motion passed.**

**Since the DID has not had employees before, the Board was asked to allow the Executive Committee make decisions regarding any policies, procedures and insurance requirement directly effecting any new employees. Director DiBattista motioned to accept. Director Macliver seconded the motion and a role call vote was held as follows:**

**Director DiBattista yes**

**Director Doyle-Spatcher yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Macliver yes**

**Director Placco yes**

**Therefore the motion passed**

**The Executive Committee will be meeting next week and welcomes all comments from the other Board members.**

**With the change to the Urban Place Consulting contract, Steve Gibson will be retained as a consultant for the DID. As such, Dan Baudouin will become the sole Executive Director of the Downtown Improvement District.**

#### **6. Economic Development Joint Venture**

**The quarterly meeting of the Providence Foundation Executive Committee and the DID Board is scheduled for July 7, 2010. At this meeting topics to be discussed are the progress made with the tax comparison research; the customer orientated parking system and new marking materials. The attendees will also be asked to give guidance to the staff on the next areas to focus on, the business visiting program and the permitting process of both the City and the State.**

#### **7. Report from Urban Place Consulting & Director of Public Space**

**Frank LaTorre updated the Board on the projects he is working on:**

He has spoken with Bob Smith from RIDOT regarding the sidewalk repair project. The plans are with state's Department of Administration. He expects them to sign off on the plans within the next two weeks. Hartford Site Construction has been chosen with the bid of \$1.4 million. Preliminary work has already started on the next phase.

The Traffic Circulator project that includes LaSalle and Emmitt Squares has been expanded to include parts of Westminster and Weybosset Streets that are in the Financial District. Paving and new lighting are expected to begin in 2011.

The brick sidewalk repair will be getting under way now that the vaults are not included in any work plans.

## **8. Marketing Report**

Joelle Kanter updated the Board on the projects that she has been working on:

The flower program has gotten press in several local publications.

Joelle is working with Laura Mullen on web site upgrades.

Wayfinding signage inventory is almost complete. Looking for ways to tie the new signage with other projects to keep a uniformed look and keep costs down. Steve Gibson has been hired as a consultant

**to oversee the progress due to his expertise in this area.**

#### **9. Report from Block- By- Block**

**Frank Zammarelli said that the plantings will be completed in a week, the next area to work on is weeding and mulching.**

**Panhandling is up. Our safety team is aware of it and has been tracking those involved. Mostly consists of a small group of the same people.**

#### **10. Other Business**

#### **11. Adjournment**

**Director Gagliardi adjourned the meeting at 9:55a.m.**

**Respectfully submitted,**

**Rosemarie Durette**

**Accounting Manager/Office Administrator**